



Vaughan System
CORPORATE LANGUAGE AND COMMUNICATION

198 ENGLISH PARAGRAPHS FOR VARIED EXERCISES



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The following 198 paragraphs are simply that: short paragraphs that you can use in any way you see fit. They are written in American spoken English. We have tried to make the style and flow of the sentences as close as possible to the way Americans speak. Therefore you will see contractions that we would probably not use when writing.

How to use the book? Here are some ideas:

1. Listening comprehension exercise: Read the paragraph once, twice, three times or more to your students... until they completely grasp the meaning and can tell it back to you in their own words.
2. Assign one paragraph to each student to memorize between classes and then reproduce as fluently and naturally as possible in the next session. Try to teach them emphasis, inflection, voice projection, etc. Sometimes the class has fun reproducing short paragraphs like these. You might want to record the paragraphs on tape to help them.
3. Assign one or several paragraphs to be translated in writing for the next class. This is not as easy as it seems because the paragraphs are full of high-level vocabulary, turns of phrases and colloquialisms. Then, you might ask them to try (in or out of class) to retranslate their translation back into the original.
4. You can read the paragraph once and then ask the normal questions like: Where does his conversation take place? Who do you think is speaking, a man or a woman? How would you describe the speaker's mood? Etc. Etc. If the students are slow to respond, read the passage again and again and again. Listening comprehension practice is never a waste of time.
5. Quite a few paragraphs contain opinionated remarks. You can discuss them.
6. Almost every paragraph contains something that most Spanish students don't know. You will find grammar, expressions, etc., to comment on in almost every line.
7. You can assign a paragraph to each student for the next class and they have to explain the paragraph to the group and describe the probable situation surrounding it.
8. You may think of more ways to use these paragraphs. If so, let us know so that I can include them here.
9. If you want your students to have one of these books, let us know. Don't make copies of it. We've got plenty here to give out.



PARAGRAPH 1

Do you know how long it takes to do something like that? Everybody here seems to think it can be done in no time. If we start today, we'll be lucky to be finished by next week working round the clock.

PARAGRAPH 2

Whatever happened to him? The last thing I heard was that he had found a job in South Africa and was planning to marry a girl there. But that was four years ago. Since then I haven't heard a thing.

PARAGRAPH 3

Don't get mad at me! I started calling him when I got here this morning and his line has been busy all day. What else can I do, send him a telegram? Either his phone is broken or he doesn't want anybody calling him.

PARAGRAPH 4

First of all, I'd like to thank you for everything you've done for me these last few months. I don't know what I would've done if it hadn't been for your help. I really appreciate it. If you ever need anything, be sure to let me know.

PARAGRAPH 5

Where in the world have you been? We've been looking all over the place for you! When are you going to learn to tell your secretary where you're going when you leave your office? The poor girl never knows where you are.

PARAGRAPH 6

If you want your people to work effectively, you have to make them know what you expect of them. Once you've done this, you have a basis on which to analyse their performance as well as concrete facts to back you up when the time comes to sit down with them and talk about their work.



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PARAGRAPH 7

Yes, I've seen him lately. In fact, I had lunch with him just this afternoon. He was very pleased with your report. He told me it was one of the best he's seen in a long time. Keep up the good work.

PARAGRAPH 8

There's an old saying that goes "Don't leave for tomorrow what you can do today". I used to have a cleaning lady who always said: "Leave for tomorrow what you should do today because you might not have to do it at all". With all these cancellations, I'm starting to believe her.

PARAGRAPH 9

I guess we'll just have to bear the bad publicity. The press has reached the point where they do just about whatever they please. And what's worse, people tend to believe that whatever the papers say must be the truth.

PARAGRAPH 10

You'd better be more careful the next time. There are a few subjects he's pretty sensitive about, and the sooner you learn what they are, the better for all of us. If there's one thing he can't stand, it's an overly confident subordinate. Next time, present alternatives. He likes that.

PARAGRAPH 11

You're right in that our maintenance contract is expensive, but don't forget that it covers everything. For example, if you accidentally spill your coffee on the keyboard, we'll provide you with a free replacement until your machine is fixed. And if we can't fix it, you can keep the second one.

PARAGRAPH 12

Well, what do you think about him? He seems to me to be the right man for the job. Up to now, he's always been an honest, hard-working fellow, and completely loyal to the company. If anybody's capable of handling the job, I think he is.



PARAGRAPH 13

He's the stubbornest man I've ever met. I spent seven hours with him yesterday, and I still don't think I was able to change his mind n even the smallest details. Thank God I don't have to deal with him very often. It would drive me crazy.

PARAGRAPH 14

If you ever come back to New York, be sure to look me up. Here's me address. I'm available at anytime to show people around the town, and nobody knows the Big Apple better than I do. You can be sure of that!

PARAGRAPH 15

Convincing Jim is like persuading a kangaroo to give up jumping. You can twist his arm all you want, but you'll never make him look at things your way. In a way, it's good. His position requires a strong character and a decisive mind.

PARAGRAPH 16

Teaching a language is like any other type of training. If a teacher wants to succeed in his task, he must know how to control his students as well as entertain them. The actual teaching aspect of the class is important, but it can never stand by itself.

PARAGRAPH 17

I don't know why they didn't put your name on the list. It must have been simply an oversight. Why don't you call Mr. Johnson. He's in charge of the whole thing. I'm always in favour of going straight to the horse's mouth.

PARAGRAPH 18

Well, gentlemen, we've got a problem on our hands. What shall we do about Mr. Smith? He's been a good, reliable employee up to now. I really can't understand what's gotten into him. Only a hopeless lunatic would order 2,000 orange tuxedos!



PARAGRAPH 19

I know how you feel. I'm worn out too. It's been quite a hectic day for all of us. By the way, are you going to that party tonight? I really don't feel like it. They told me it would last until one or two. And if that's the case, they'll have to carry me home!

PARAGRAPH 20

What would you have done if it had happened to you? It's always easy to second guess people after the fact. If I knew beforehand what my boss' reactions would be to my proposals, I'd really have my ammunition ready.

PARAGRAPH 21

I've had a lot of things done to my house lately. I've had the whole interior painted and I've had the ceiling lowered so that I can save some money on the heating bill. I've had a new carpet put in, and I've had new plumbing installed.

PARAGRAPH 22

I don't know whether to believe him or not. First he told me he was going to Rome and then he went and told his boss he was going to a wedding in his hometown. If he keeps doing things like that, people are going to stop trusting him.

PARAGRAPH 23

By the way, we went to that restaurant you recommended the other day. It was really good. They offered us a free glass of champagne and we stayed there about half an hour longer than we expected. When we got back to the car, it had been broken into and the radio was gone.

PARAGRAPH 24

This place used to be bustling with people. Trains came in every 15 minutes. But ever since they built that station on 33rd street, it's never been the same. Now I could walk through the station blind-folded and wouldn't run into anyone.



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PARAGRAPH 25

Waiting is the worst part of the job. Everyday I have to see about four different prospects and I usually end up waiting up to half an hour for each one. Add all that time up and you'll see that I spend at least two hours a day doing nothing.

PARAGRAPH 26

No wonder he's angry! If something like that had happened when Jones was here, some heads would've rolled. Nowadays, nobody seems to want the responsibility. I remember when there used to be some authority around here.

PARAGRAPH 27

We've never had a September as hot as this one. They say the climate is changing around the world and that some of the polar ice cap is starting to melt, raising the sea level. Pretty soon our coastal towns will be under water.

PARAGRAPH 28

When you get to the main gate, show the guards this card. It should get you through with no problem. But if for some reason they hold you up, have them call the name I wrote on the back of the card. He'll be able to handle any special problem that might come up.

PARAGRAPH 29

It's a good thing Eddie was here. I don't know what we would've done otherwise. I know he can be a pain in the neck sometimes, but nobody knows more about fixing things than he does.

PARAGRAPH 30

When the movie gets to the part about the plane crash, get up and go to the phone located near the restrooms. Call Johnson's number and let the phone ring three times. Then hang up and call him back immediately. He'll answer it this time and give you your instructions.



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PARAGRAPH 31

Everybody was so captivated by the beauty of the performance that very few realized the smoke coming out of a nearby ventilation duct. By the time most of the people became aware of the danger, it was too late.

PARAGRAPH 32

I've met a lot of people who speak English well, but very few who have mastered the language without having lived in a country where it's spoken. The only alternative to living abroad is contact with the language on the job and many hours of reading.

PARAGRAPH 33

My wife's going to serve a special Mexican dish tonight. Now promise me that you'll try it. It may look awful, but once you've tasted it, you'll be hooked. Though most Mexican food is an acquired taste, I think you'll like this dish on the first try.

PARAGRAPH 34

Trust me. I'll get it done in time. That's why my fee is a little higher than most of my competitors': I can do the job even under some of the tightest deadlines. I have a lot of experience doing overnight jobs.

PARAGRAPH 35

Figures can tell a dramatic story of success or failure, and I'm happy to say that the figures I'm going to reveal to you today represent good news for all of us. As in recent years, we have once again surpassed our estimated goals.

PARAGRAPH 36

When you speak, if you don't want your listener to think "failure", avoid the word, and any words implying "chance" or "risk". You can always find positive words to say the same thing. You don't make people enjoy a steak by reminding them that it's a piece of dead cow.



PARAGRAPH 37

As you get older, you'll realize how foolish you've been today. You may think you've made a point, but you've done nothing more than make a fool of yourself. It takes a lot of courage to face up to the fact.

PARAGRAPH 38

When my speech was over, I opened the session to questions. My first surprise was to see a room full of blank faces staring back at me. After so much preparation and so many hours of rehearsing, I realized that they didn't care much about what I had said.

PARAGRAPH 39

The other day I didn't have time to tell you why I keep my alarm clock in the bathroom. The main reason is to get me up in the morning. I don't know how many times I've overslept by turning off the alarm next to me on the night table. This way, I have to get up to turn it off.

PARAGRAPH 40

The other day I overslept for a strange reason. As you know, I keep my alarm clock in the bathroom and, since it is so loud, I wrap it in a towel, making sure though to leave the bathroom door open. Well, to make a long story short, my wife closed the door that night so that I couldn't hear the alarm the next morning.

PARAGRAPH 41

I was standing on the platform not far from the exit. As the train came down the tunnel towards us, I thought it seemed to be coming pretty fast. As it got closer, I noticed that the conductor seemed to be staring in front of himself with a blank expression on his face. It was really strange.

PARAGRAPH 42

Most of us had never been there before and weren't used to such cold weather either. In fact, it was so cold that the inside of your nose froze in a question of minutes. My first impression was that of a cold, grey, impersonal city.



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PARAGRAPH 43

No matter how hard you try, you'll never manage to change his mind. I've tried many times before and I can tell you that it's a waste of time. He'll listen to you very politely with a smile on his face, and he'll even thank you for your ideas. But he'll never implement them.

PARAGRAPH 44

I know a fellow whose father has really led an adventurous life. He's been a smuggler, he's fought in two African civil wars, he's led a football team to a world championship, he's been the personal advisor to a dictator, and he's directed a research team doing work on an important project for NASA.

PARAGRAPH 45

One of the biggest problems we face is law enforcement. We have a wonderful government that passes new laws every day, but I think they're finally starting to find out that passing laws is a lot easier than enforcing them. Very few people obey the law out of a sense of duty.

PARAGRAPH 46

As soon as he had checked into the hotel, he made a couple of telephone calls, one to his brother and another to the person he had an appointment with the following day. Then he went down to the bar of the hotel, had a drink and then went back up to his room to go to bed.

PARAGRAPH 47

Something went wrong with the engine and we had to have the car towed to a garage. In the meantime, we went to a nearby café to have lunch and when we got back, the car and all the mechanics were gone.

PARAGRAPH 48

They told me the other day that your purse had been stolen. Where did it happen? Do you remember how many times I've told you not to leave your purse lying around. How much money were you carrying when it was stolen?



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PARAGRAPH 49

My secretary works so fast that no one in the office can keep up with her. She does my work in record speed and ends up doing most of the general manager's work as well. The first time I saw her type, I couldn't believe it. She types faster than anyone I've ever seen.

PARAGRAPH 50

Look, could you tell Jack to turn down the radio? After eight hours at work, the last thing I need is to come home and hear rock music for another four hours. And besides, does he have to keep it so loud? I'm surprised he hasn't gone deaf.

PARAGRAPH 51

Listen. I need to leave the room for a minute to make a short phone call. I'll be back in a few seconds. In the meantime, do these exercises. If there's any word you don't understand, skip the sentence and go on to the next one.

PARAGRAPH 52

The only accident I've ever had was when I was driving a rented car. After only about 15 minutes behind the wheel, I had a blow-out and was lucky to keep the car on my side of the road. The funny thing was that all the tires were brand new according to the car rental firm.

PARAGRAPH 53

Bill tried to join the Navy but was turned down because of his poor eyesight. That was about two years ago. I really felt sorry for him, because his father and grandfather had both reached the rank of Admiral in the U.S. Navy. It had always been Bill's dream to serve on a ship.

PARAGRAPH 54

The inflation is terrible in this country. Since I got here about eight months ago, prices have gone up more than 30 percent. I'm already having to do without a lot of things. I was going to buy a car but now I'm barely able to make ends meet.



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PARAGRAPH 55

When applying for the job, candidates must write a proposal to the Personnel Manager suggesting possible solutions to an important issue in present-day labour relations. The proposal should be brief and to the point.

PARAGRAPH 56

When I was a teenager, I always found some kind of job to do in the summer. I made a deal with my father that once I reached 16 and got my drivers' license, he would buy me a car if I paid 40 percent of it. I had to work two summers to save up enough money to pay him my part.

PARAGRAPH 57

Most people think he's cold-hearted, but what they don't realize is that he's suffered a lot in his life. His first two children died at birth and his only living son is permanently handicapped.

PARAGRAPH 58

If you want to impress him, the best thing you can do is to do your job effectively. He's a fair man and I can guarantee you that if you work well, he'll reward you for it. Every promotion in this company since I came here has been based on merit and nothing else.

PARAGRAPH 59

Don't let him make you nervous. He likes to make cynical comments during presentations. You're not the first person he's tried to unsettle. You'll get used to it. And besides, the boss knows he's like that and doesn't pay any attention to him.

PARAGRAPH 60

He told me he had never been here before, but apparently he lied to me. Up to now, I've always trusted him. He's always seemed like a very honest and trustworthy man. From now on I'll be more careful with what I say to him.



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PARAGRAPH 61

One thing I've learned over the years is that you should never swim against the current. If you see that your actions will not change the course of history, you're wasting your abilities by fighting against the tide.

PARAGRAPH 62

I would strongly advise you to think about it a little more before making a decision. I'm sure you realize that the direction you take at this time will influence the rest of your life. It's not a matter to be taken lightly.

PARAGRAPH 63

I'm really sorry to hear about the death of your sister. I've been away for some time, and since I got back, no one has told me about it. If I had known, I would've come back much sooner to offer you my help and consolation.

PARAGRAPH 64

If everything goes as planned, we should receive the first shipment by next week. Then we'll be able to send a sample to the lab to have it tested. Once we've completed this step, I'll need your approval to go ahead and start production.

PARAGRAPH 65

There are a lot of things I like to do in my spare time. One thing I simply can't understand are these people who die of boredom after two years of retirement. I'm afraid that when I retire, I won't have enough time in the day to do all the things I like to do.

PARAGRAPH 66

Hello, John. I'm glad you were able to come. I've been looking over your service record and it seems you've been doing quite a good job for the company these last few years. How would you like to head our sales office in Wisconsin? I know it would mean moving to a colder climate and leaving all your friends in Florida, but I think the opportunities the job offers make the change worthwhile. What do you think?



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PARAGRAPH 67

One of the questions they asked me was what I would do if I had to choose between sending a man to prison for something he hadn't done, or going to prison myself. I answered the question the way I thought they would want me to answer.

PARAGRAPH 68

I wonder what the world would be like if everyone spoke the same language. I really don't think it would be much different than it is today. You know, the Arabs all speak the same language and, as far as I know, they've never been able to get along with each other very well.

PARAGRAPH 69

Listen. You've got to make a bigger effort to understand the teachers' explanations in class. You've got to try and do the homework on your own, because the more I help you with it, the less you'll be able to solve problems using your own abilities.

PARAGRAPH 70

Ever since he bought that machine, he hasn't been the same man. He must spend up to seven hours a day working up new programs and then changing them every hour. I thought he wanted to buy the computer to teach the kids how to operate it, but since the very day it was delivered, I think he's forgotten he has children.

PARAGRAPH 71

The other day he gave me the key to his apartment to take some packages there that he had in his office. After doing this, I had another errand to run and I completely forgot to return his key. As it turned out, he didn't have either my address or phone number and he spent the night on a park bench.

PARAGRAPH 72

You'll see as you get older that the more you try to please people, the less they'll appreciate it. I've learned that over the years and I've never known any real exception. It's something I've never been able to understand.



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PARAGRAPH 73

If I had my choice, I'd live on the top floor of a skyscraper. It gives me a sense of relaxation and control over my environment when I'm able to look out over a city and watch all the activity down below. I feel as if I'm immune to all the constant problems everyone has to deal with.

PARAGRAPH 74

I don't want you to get the wrong idea. I think your report is clear and very well prepared. It's just that it's too long. You know the boss' motto: "Nothing is too complicated that it can't be condensed down to one type-written page". I can guarantee you that as soon as he sees your report, he'll call you into his office for you to give him an oral summary.

PARAGRAPH 75

I used to know a man whose feet were so big that he had to wear specially-made shoes. But the worst part of it was that he was shorter than most people, and with those huge feet, he really looked out of proportion. I felt sorry for him.

PARAGRAPH 76

After he recovered from the illness, he seemed like a different man. He began doing things he had never done before. He started reading great works of literature. I had never seen him open a newspaper, much less a philosophical novel!

PARAGRAPH 77

Before he began his speech, I made myself comfortable in a back-row chair. I really didn't expect to hear anything new. But after about two minutes, I realized that this was going to be a history-making speech.

PARAGRAPH 78

The fastest way to get there is to take a right here, go down three blocks to Madison Avenue, turn left and then keep going straight until you reach 33rd Street. From there you'll be able to see the place. It's really big. You can't miss it.



PARAGRAPH 79

All the girls at the office are going to envy you when they see your necklace. Don't tell them I gave it to you. As a matter of fact, it might not be such a good idea to wear it to work. You know how rumours fly in the company.

PARAGRAPH 80

I think you'd look a lot better if you shaved that horrible moustache. I know you think it makes you look older and more mature, but if you want to know my opinion, the only thing it does is make you look like all the other men with moustaches.

PARAGRAPH 81

There's one thing you've got to give him credit for and that is that he knows how to tell jokes better than anyone I've ever met. A day travelling with him usually means sore muscles in my stomach for at least a week.

PARAGRAPH 82

If you think you're so smart, how would you have solved it? I suppose you wouldn't have bothered talking to the witnesses. I admit that your methods have worked on more than one occasion, but this time I think things should be done my way.

PARAGRAPH 83

I've decided to change my schedule and have classes in the afternoon instead of in the morning. Last year, I had a lot of trouble staying awake after lunch and really didn't take good advantage of my study time. This year, I'll study in the morning and sleep in class.

PARAGRAPH 84

What's the matter with you? Ever since you had that car accident last month, you've been acting strange. Are you sure you're okay? It might be wise to go back to the doctor for a second check-up. They could easily have missed something important.



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PARAGRAPH 85

He was one of the greatest statesmen that country ever had. He knew how to lead the people, he was fair in his actions and judgements, and he managed to gain the respect of world leaders. His country will be lucky to find another man like him.

PARAGRAPH 86

Every one in a while, I have this terrible pain that runs from the back of my neck down to the middle of my back. It hurts so much sometimes that I have to quit whatever I'm doing and wait for about half an hour. It usually goes away after that.

PARAGRAPH 87

He doesn't smoke, he doesn't drink, he doesn't see women, he doesn't gamble and he doesn't overeat. What does he do? He must lead the most boring life in the world! I wonder what his upbringing was like. It must have been strict.

PARAGRAPH 88

I've been looking forward to this day for many years. Now that the kids are grown and raising families, my wife and I will have a lot of time to spend together. The only thing that worries me now that I'm retired is finding enough things to do to fill up all my free time.

PARAGRAPH 89

You should stay away from dogs like that. I remember when I was your age, I was bitten by a Doberman and had to have a series of shots. They were not the most pleasant thing in the world. Since then, I've always been afraid of big dogs.

PARAGRAPH 90

I've never seen him nor have I ever heard of him. I don't know why you keep insisting that I know him. Look, I've never been to Miami and I've never played in an orchestra. In fact, I don't even know how to play a musical instrument. I'm not the man you're looking for.



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PARAGRAPH 91

He wants to know what the weather is like, what the people are like and what the countryside is like. Look, would you mind writing him? I've really got a lot of things to do and, besides, he considers you one of his best friends.

PARAGRAPH 92

Whoever caused this accident should be put behind bars. It's one of the worst I've ever seen. What seems strange to me is how it could have happened. This is one of the safest intersections in town and it seems that an accident of this type could easily have been avoided.

PARAGRAPH 93

Once, when I was about your age, I had the chance to work one summer on a merchant marine ship going to South America. My parents said it was okay and I joined the crew. After about three days, though, they had to leave me in Trinidad. I had been terribly seasick for 72 straight hours.

PARAGRAPH 94

By the way, would you mind telling your son not to wear his musical watch to school? It plays a one-minute tune every half-hour and distracts the other kids. In fact, once it got stuck and played "Old Man River" for 20 minutes.

PARAGRAPH 95

Ladies and gentlemen, this is your captain speaking. We'll be landing in about 5 minutes and I would like to advise you that if you don't already have your seat belt fastened, to please fasten it at this time. Thank you.

PARAGRAPH 96

I treat my people according to the laws of human nature, that is, with a carrot and a stick. I've always believed that the best way to get people to do what you want them to do is by a simple application of rewards and punishments. Do you know of any better method?



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PARAGRAPH 97

Whenever he has to give a speech or presentation, most of the people here try to find some excuse not to show up. It was really embarrassing the other day. Out of 28 managers who were supposed to attend, only about eight showed up.

PARAGRAPH 98

Trust me. I know what I'm doing. If I didn't, I wouldn't be where I am now. I'm a winner and I've always been one, because I'm smarter than my counterparts. And besides, I've got a lot more experience than most of these young attorneys.

PARAGRAPH 99

First we had to wait an extra hour because the plane was delayed, and by the time we were able to board, I was so hungry I could've eaten a horse. Then, a few minutes after takeoff, they announced that because of certain problems, lunch would not be served.

PARAGRAPH 100

Even though they knew I didn't know anything about the project, they called me into the meeting to find out my opinion. Since I wasn't too well informed on the subject, I gave the best opinion I could under the circumstances. I felt pretty embarrassed despite the fact that they seemed to appreciate my point of view quite a lot.

PARAGRAPH 101

He's not only planning to reorganize some of the departments, but he also has some other things in mind, such as dividing the sales department into a local and export division. If you want to know my opinion, I think it's a good idea. It's about time somebody did something to improve sales.

PARAGRAPH 102

If I had known you were going to make a mistake like that, I would never have sent you to Tokyo. I couldn't believe it when they told me. Do you realize how much business we could lose because of this?



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PARAGRAPH 103

I've never seen such an odd approach to a problem. Don't you think it would be more effective to give the people some type of prior warning before taking such drastic measures? All I know is that if I were one of them, I'd get pretty mad.

PARAGRAPH 104

I tried to get a hold of you the other day, but your line was busy for more than an hour. Since I couldn't get through to you, I decided to go ahead and test the samples. The first batch is okay, but the other one contains too much acid to be useful to us.

PARAGRAPH 105

This wasn't exactly what I expected, but I think I can use it. The only problem is that as soon as I finish the first step in the process, I'll have to wait until the battery is recharged before I can go on. It'll make the job slower, but it's better than nothing.

PARAGRAPH 106

He was a great man, but like all great men, he had his faults like all the rest of us. His biggest problem was drinking. Whenever things fell short of this expectations, he became terribly depressed and spent months drinking cheap wine. By the time he reached 50, his liver was already giving him problems.

PARAGRAPH 107

It's too bad you couldn't make it to the party. Everyone was there, even the gardener. I think Peter was the first one to pass out, and by midnight, most of us could hardly stay on our feet. I think everybody had a good time though I doubt if many of them remember much about it.

PARAGRAPH 108

Who taught you to sing like that? I've never heard anyone reach those high notes like you do. Do you realize how much talent you have ? If you let me be your manager, I can promise you that in a couple of years, you'll be the most famous opera star in the country.



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PARAGRAPH 109

I'd rather work double time myself than hire someone to help me. I've worked with a lot of people in my life and I still haven't found anyone I feel comfortable working with. I realize I'm not the easiest person in the world to work with, but that's the way I am and I can't help it.

PARAGRAPH 110

We're glad to know that everything is arranged. We'll be arriving on the 3rd. We originally intended to stay at the Palace Hotel, but since it's being remodelled at the present time, we've decided to leave that decision up to you. Let us know as soon as you've made reservations.

PARAGRAPH 111

Growing up is not easy for most kids these days. I remember when I was young, moral values were much more established than they are today, or at least they seemed that way. I try to raise my children right, but there are much too many outside factors that influence them.

PARAGRAPH 112

Don't let it depress you, you'll get used to it. When I got here, it took me at least a year to get used to the food. Now I like it. One thing I've never gotten used to though is the way the guards treat us. It's really humiliating.

PARAGRAPH 113

One thing I can't stand about these instruction manuals is that they take for granted that you know electronics before you buy the machine. When I bought mine, I ended up having to pay a fellow to show me how to operate it.

PARAGRAPH 114

No, I'm sorry. You'll have to find someone else to take that job. I'm too cold-natured to live in a place like that. Even here, where the temperature hardly ever drops below 15 degrees, I have to wear a T-shirt under my normal shirt just to keep warm.



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PARAGRAPH 115

I wish it weren't so easy for people to get into the university nowadays. College graduates used to be able to choose among a number of job offers. Now they're lucky to find an employer willing to read their résumés!

PARAGRAPH 116

You shouldn't have said that with Danny in the room. You know how he likes to repeat things you say. Children are like tape recorders. They record everything you say in private and then play it back to everyone in public.

PARAGRAPH 117

Thanks a lot for the advice. It came in pretty handy. Next time why don't you come along with me? I'm sure we could make a good team. I would explain the technical details and you would give the moral encouragement. I bet we could increase our sales by over 20 percent.

PARAGRAPH 118

He has the most contagious laugh I've ever heard. I've forbidden my people to tell jokes in the office because once he starts laughing, everyone else, including me, can't keep a straight face. In fact, it's starting to affect our performance on the job.

PARAGRAPH 119

We're looking for a person who can handle the telephone with relative ease, who knows how to keep people from bothering the Chairman too often, who speaks at least two foreign languages, and who knows how to operate a word processor.

PARAGRAPH 120

He tends to lose his temper at the slightest provocation. I feel sorry for him, because he's really a nice guy, but some people like to take advantage of this defect in meetings, making him look like a fool.



PARAGRAPH 121

Everybody likes a happy ending and I'm happy to announce that the final sales figures for this year also have a happy ending. Compared with last year's figures, our sales have risen 35 percent, raising our company's gross profits by 26 percent. And if everything goes as expected, this year's sales should climb even faster.

PARAGRAPH 122

If you asked me for my opinion, I'd give it to you, even though I don't think you'd like it very much. But since you never ask me, I keep quiet. And besides, you're such a sensitive person that I'd rather not have to disagree with you. You'd get too upset.

PARAGRAPH 123

I have no idea where he could be now. I wrote him a couple of letters last year, plus a Christmas card, but I got no reply. It's really strange, because he always used to write back within a few weeks after receiving my letters.

PARAGRAPH 124

He insisted on seeing the baby because he was interested in knowing if it was really as big as they said it was. After being taken into the maternity room, where he stayed for about five minutes, he went back home.

PARAGRAPH 125

I wish I had a job like his. Even though he works for a company that assures him a stable source of income, the type of work he does gives him a lot of independence. It's the kind of job that no one else knows how to do, so he can do more or less whatever he wants as long as he gets results

PARAGRAPH 126

He's got everything you could want in life. He's got a lifetime income, he's tall and handsome, he's extremely intelligent and he knows how to influence people. The only thing he lacks perhaps is a true friend



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PARAGRAPH 127

Things haven't gone quite like we expected, but I'm still pretty confident that we can win. First of all, we didn't expect to have so many injuries. As I'm sure you're aware, of the 11 starters last September, we only have six in good shape at this time.

PARAGRAPH 128

I don't think you should accept the job. The pay may be good, but there are some other things you should consider as well. One thing I know for sure is that he'll want you to do a lot of things that you're not used to doing. Since he doesn't have a secretary, he has us do a lot of the work a secretary would normally do.

PARAGRAPH 129

I see you're making a lot of plans, but have you stopped to consider the possibility that your people might not want to carry them out? I don't want to discourage you, but I think you should consult them before making such important decisions affecting their working lives.

PARAGRAPH 130

The missile is controlled by a computerized guidance system manufactured by Johnson Aircraft. Its performance during test flights has been very encouraging and we feel confident that targets can be hit with an error margin of less than 30 feet.

PARAGRAPH 131

Whenever we come here, we always visit the same places. I'm tired of seeing the Royal Palace and the National Museum. Why don't we do something different for a change? Why don't we rent a car and spend a few days touring the countryside?

PARAGRAPH 132

Since the inheritance tax is so high in my country, I've decided to pass my wealth on to my heirs slowly over the years in the form of gifts. If each year I give them less than 20,000 dollars, it's tax-free.



PARAGRAPH 133

One thing I've been able to learn over the years is that you never get rich by working hard. The key to making money is to know how to get things done through people. And another ting. If you really want to win in life, don't work for anybody but yourself.

PARAGRAPH 134

He's a lot taller than I thought. I had seen pictures of him, but I never realized he was so tall. And the strange thing about him is that he moves around like a person of normal height. He must have been a good basketball player when he was young.

PARAGRAPH 135

I dread the idea of having to go back there again. First of all, it's so confusing that you have to ask the girl at the information window where to go. But to see her, you have to stand in line for at least an hour, because everyone else has to do the same. It would drive the sanest man crazy!

PARAGRAPH 136

Troops were sent in to restore order, but it only made things worse. At least three soldiers were killed when someone threw a Molotov cocktail from a top-floor window. The crowd of demonstrators didn't disperse until past midnight.

PARAGRAPH 137

He gets by thanks to a small pension he receives from the Army. Apparently he was wounded in action in Vietnam and is partially disabled. Since he got back to the U.S. more than 25 years ago, he's never even tried once to find a job.

PARAGRAPH 138

Look, if he's going to be at the dinner, you can count me out. I can't stand listening to him brag about everything under the sun. I don't see how the rest of you can get along with him. He's an obnoxious bore!



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PARAGRAPH 139

No one knows why he did it. He's never done anything like that before. I've known him for over 20 years and I can assure you that I'm as surprised as the rest of the people around here. He's always seemed like such a peaceful man. It only shows that you can never be sure about people, no matter how well you think you know them.

PARAGRAPH 140

I really enjoyed the commercials on your Saturday night programming. It's too bad they were interrupted so much by the movie. If I had my way, I'd charge companies double to advertise on TV. The result would be about half the commercials there are now with probably the same amount of revenue.

PARAGRAPH 141

It's incredible how much money is thrown away on gambling in this country. Ever since they legalized bingo and casinos, the Administration has earned in gambling taxes more than they've earned in 20 years with the luxury tax.

PARAGRAPH 142

He has a strange way of looking at people. You don't know if he's interested in what you're saying or thinking about something else. Personally, I prefer not to talk to him. He makes me so nervous that I can't express myself well.

PARAGRAPH 143

It takes forever to dry those sheets! I don't know what kind of material they're made of, but I can leave them out in the summer sun for 10 hours and they're still too damp to use. In rainy weather, I simply don't use them.

PARAGRAPH 144

I'm glad you had a chance to meet Charlie. He's a pretty nice fellow, isn't he? We met in the Army and then ran into each other again several years later at a company convention. As it turned out, we had been working in the same company for 15 years without realizing it.



PARAGRAPH 145

As the title indicates, the book is about the eternal conflict between parents and their children. It's a story about different generations with different points of view. However, in this novel, the subject is treated in a special way that makes the story unique. I highly recommend it.

PARAGRAPH 146

No matter what you do, you'll always run into the problem of the shortage of raw materials. There just aren't enough mines in this country to supply our needs. That's why we've always had to resort to imports. It's the only way we can survive.

PARAGRAPH 147

I want you to listen to me because what I'm going to tell you could change the course of your life. Don't misjudge my intentions. I'm only interested in offering you the best possible opportunities. You can take them or leave them.

PARAGRAPH 148

I'd like to ask you a few more questions if you don't mind. I'm sure it's not a problem for you to stay a few more minutes. The job we offer is very important and we have to be completely sure before choosing a candidate.

PARAGRAPH 149

I oversleep for three reasons mainly. One is when I forget to set the alarm the night before. Another is when I reach over and turn it off and then go back to sleep without realizing it. The most common reason, however, is when the alarm clock simply doesn't go off. I've had it fixed three times, but it still can't be trusted.

PARAGRAPH 150

I can't believe that he's lived in the Congo all his life and he's never tried a banana! That's like living in Germany and never eating sausage. He must be a strange guy when it comes to eating.



PARAGRAPH 151

Ever since he turned 60, he's done less and less work and delegated more to his subordinates. He spends most of his time doing crossword puzzles or reading the newspaper. It makes a bad impression when visitors come and they see him through the glass panel working on a crossword puzzle.

PARAGRAPH 152

Look. I had three children by the time I was 26 and I had to find whatever was available to support the family. Don't think I took that job because I liked it. On the contrary, I had no choice. It was a matter of eating or not.

PARAGRAPH 153

Don't worry about it. Everything will turn out okay. I've known him for quite some time. As a matter of fact, we're pretty good friends. I'll give him a ring later this afternoon and explain the situation to him. I'm sure he'll understand. He's not like you think he is.

PARAGRAPH 154

He was bitten in the ankle by a poisonous snake. It's a good thing he was with friends, because if he had been alone, he would never have made it back to the camp. When they got him to the hospital, his left leg was paralysed, but there was enough time to save him.

PARAGRAPH 155

If you want to install a gas heating system in your house, you'll have to remove the floor or the ceiling in order to install the pipes. It will also mean getting a permit from the local authorities to connect your house to the city gas line.

PARAGRAPH 156

I'm sorry but it's sold out. You might try that bookstore across the street. They usually have a pretty big stock of reference books and you might find what you're looking for there. If you prefer to wait, we should have it here by the middle of next week.



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PARAGRAPH 157

I would've been there if I'd known you were going to give a speech. Don't feel offended. The fact is I was planning to attend the banquet, but my wife had a pretty high temperature when I got home from work and I decided not to go.

PARAGRAPH 158

It'll be a lot easier once we've finished with the court case. I have to spend at least half my time getting together all the special documents my attorney needs. Just to give you an example, I haven't had time to call a single distributor since the end of last month.

PARAGRAPH 159

The only problem is the language. They want somebody who can speak and write French. Apparently the job requires travelling abroad, and the head office is located in Paris. They told me that if it hadn't been for the language problem, they would've hired me.

PARAGRAPH 160

You'll never be able to succeed in this job if you maintain that attitude. The first thing you have to do is accept the advice of others. They're only trying to help you. Besides, they've got a lot of experience and can probably make your transition period a lot less hazardous.

PARAGRAPH 161

First of all, you shouldn't have had it painted that colour. When the boss finds out, he's going to kill you. Also, I don't know why you had the fans removed. I know you're planning to install air conditioning, but the project hasn't been authorized yet, and the boss is in a cost-cutting mood.

PARAGRAPH 162

The first thing I want to know is whose car was parked here when the bomb went off. Some people say it was a Renault and others that it was an Opel. If it was an Opel, it doesn't belong to anyone here. If it was a Renault, it could belong to a number of employees.



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PARAGRAPH 163

The courtroom was full of reporters when the judge came in. He had them leave and then addressed the people who remained. He reminded us of the seriousness of the case at hand and told us that any type of recording equipment was strictly forbidden.

PARAGRAPH 164

He would've avoided the accident if he had noticed the truck coming just an instant sooner. He was a very skilful driver and this only proves that no matter how well you normally drive, an accident can occur when you least expect it.

PARAGRAPH 165

The Government has approved a request from car insurance companies asking that they be exempted from paying medical and hospital costs if a driver or passenger wasn't wearing a seat belt at the time of an accident. The problem is that most people won't be able to pay the hospital bills.

PARAGRAPH 166

Do you mean you don't have anyone to stay with the baby when you go shopping? Do you mean you leave the child alone at home? Do you realize what could happen? The child is only a year and half. The most common cause of infant accidents is negligence on the part of the parents.

PARAGRAPH 167

Crying won't help, that's for sure. What you need to do is prepare your arguments, practice your presentation and go back with a positive attitude. Make them feel your presence by acting confidently and not letting them interrupt you whenever they feel like it.

PARAGRAPH 168

One thing you should never do if you want to be successful in this job is ignore the needs of your personnel. They're the key to your success. If they don't feel like they're working in a company that truly appreciates their efforts, they'll soon get discouraged and lose effectiveness.



PARAGRAPH 169

It took him only two days to learn something that takes most children several months to master. Do you realize how advanced your son is for his age? He should be taken out of this school and put in one for gifted children. He's way ahead of his classmates.

PARAGRAPH 170

I've already been to a number of employment offices, but they don't have anything that interests me. They only want maids and part-time typists. I guess I could call Charlie. I don't really want to, but I suppose I have no choice. I don't like asking friends for a job.

PARAGRAPH 171

We had all spent at least four hours preparing everything for the party. It was going to be a surprise. We were expecting him to get to the office at 11, but he didn't show up until much later. By the time he got there, there were only a few of us left to wish him a happy birthday.

PARAGRAPH 172

If you want to drink it like it's supposed to be drunk, that is, like the Russians drink it, you need a small glass and you should pour just enough vodka into it so that you can drink it in one swallow.

PARAGRAPH 173

It was such an exciting movie that I forgot when it was over to call Charlie. I was supposed to call him because we had made plans to meet at a restaurant near his house. It wasn't until about an hour later that I remembered to ring him.

PARAGRAPH 174

You'll have more trouble understanding them than you think. Since most of them have never been abroad, they don't know how to speak to foreigners. They're not used to talking slowly and choosing easy words. They don't realize that your English is limited.



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PARAGRAPH 175

He works much harder than he used to. In fact, he used to be one of the worst troublemakers this company had. It's strange how much some people change over the years. Now he takes on more responsibility than most of his fellow managers and seems much more serious on the job.

PARAGRAPH 176

They went on a Mediterranean cruise to Genoa, Naples, Korfu and Athens. I would've gone with them if I hadn't had that accident in July. When they got back, they showed me the pictures they had taken. They must have taken 500!

PARAGRAPH 177

I don't know why you never say anything to him? Don't you get tired of waiting for him day after day? Ever since I met him, he's never been able to get anywhere on time. I think he does it on purpose. If I had to deal with him as much as you do, I'd do something about it.

PARAGRAPH 178

It's funny, isn't it? They always seemed like such a normal old couple. No one would have ever thought they had a million dollars in the bank. And since hardly anyone paid any attention to them except the postman, who chatted with them for a few minutes everyday, they left their entire fortune to him. They didn't have any natural heirs.

PARAGRAPH 179

I've tried everything, but to no avail. I've tried talking to his father. I've tried sending him to the school psychologist. I've tried punishing him in front of his classmates. I've tried working with him after school hours. I've run out of things to do. I guess I might as well give up.

PARAGRAPH 180

I don't know why it's so popular these days to teach children how to read and write at such a young age. My son's only four and they're already teaching him arithmetic! What he should be doing is painting pictures, tying knots and learning how to get along with kids his age.



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PARAGRAPH 181

The flight was delayed in New York because of early morning fog. That's why I wasn't able to connect in London with the flight to Rome. I got to the gate 10 minutes late. TWA got me onto a later flight and paid for my dinner at the London airport.

PARAGRAPH 182

I'll go ahead with the plan as long as you promise to back me up. If not, forget about it. I'm not going to risk my neck if the rest of you aren't going to do your part as well. I haven't forgotten what happened the last time we tried something like this.

PARAGRAPH 183

If I were you, I'd put my money on Johnson. Even though he's a lot older, he's still faster with his hands than Smith. And he has a lot more experience, too. Smith's only won three professional fights. How do you expect him to beat a veteran like Johnson?

PARAGRAPH 184

As soon as you pick up your baggage and pass through Customs, look for a rather short man who'll be holding a sign with your name on it. That's one of our drivers and he'll take you to your hotel. The same fellow will be at the hotel at 7:30 the next morning to bring you to the office.

PARAGRAPH 185

In his later years, he was obsessed with the idea of Europe's decline. He started two different essays on the subject, but never finished them. He constantly attacked the individual and collective selfishness of the Europeans.

PARAGRAPH 186

He always keeps a magazine next to his bed to read when he can't sleep. He's gone to many doctors about his insomnia but he's never been able to find a lasting cure. When he was younger, it didn't hurt his performance on the job, but as he's gotten older, his work has begun to decline.



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PARAGRAPH 187

Most Europeans take their summer vacation in August. In the States, most of us take two or three weeks in June or July. August is not a sacred vacation month here in the U.S. like it is in Europe. In fact, I've never had a full month off like most Europeans have.

PARAGRAPH 188

I'll never do that again. You can be sure of that. I didn't expect to have so much trouble getting those papers signed. It seems that no one around here wants to accept responsibility for anything. I never had this problem in the other company where I worked.

PARAGRAPH 189

You should make a bigger effort to save part of your salary each month. Do you realize that if you save only one-fifth of your salary and put it in a bank at 5 percent, you'd be a millionaire by the time you were 65?

PARAGRAPH 190

If you really want to drive him crazy, put him in a job that requires filling out a lot of forms for the Administration. I once had a job like that and I can guarantee you that he'll go crazy within a year if not sooner.

PARAGRAPH 191

The tribes of East Africa are quite different from the ones you visited along the west coast. They're not quite as black, perhaps because of the Arabic and Indian influence. Also their tribal customs are completely different. I would say that there's a bigger difference between them than there is in Europe between Swedes and Italians.

PARAGRAPH 192

Working with him was the greatest opportunity I've ever had in my working life. I agree with you that he's a demanding boss, but he's fair with everybody. And one thing that I consider very important is that he doesn't expect his people to work long hours. He doesn't let anyone waste time on the job, so it's normal for the work to be done faster.



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PARAGRAPH 193

Don't worry, I'll get there on time. When have I ever arrived late for an important meeting? And besides, have you forgotten that I have to give the first presentation? The last thing I'd want to do is make a bad impression by being late.

PARAGRAPH 194

When we reached the top of the mountain, we had a sandwich and some wine. The view was really impressive. I had never realized how flat that area of the country was. I could see all the way to the next province. If there hadn't been a slight haze, we could've seen the capitol building.

PARAGRAPH 195

The main reason the movie made so much money was that a lot of kids saw it two, three and even four times. I'd guess that up to 40 percent of the people who saw the film, went at least twice. There's something about it that makes you want to see it again.

PARAGRAPH 196

Our neighbours upstairs keep their TV so loud that our walls vibrate. In fact, if we want to watch a show, we really don't have to turn up the volume, because we can hear the TV upstairs without any problem.

PARAGRAPH 197

If I had won as much money as he did, the first thing I'd do would be to move into a bigger house. I'd pay for the house in cash and then put the rest of the money in the bank at the best interest rate possible. The last thing I'd do would be to start a company. It creates too many problems.

PARAGRAPH 198

The main difference between Europeans and Americans is that the Europeans get dressed before having breakfast and the Americans usually get dressed after having breakfast. When I lived in the States, I always had breakfast in my pyjamas. Since I came to Europe, I've always had breakfast with a tie on.

